

# **JOB VACANCY ANNOUNCEMENT AMERICAN EMBASSY – ACCRA**

December 9, 2008

HR08-051

**OPEN TO:** All Interested Candidates

**POSITION:** **SECURITY INVESTIGATOR**

**POSITION NO:** A56005

**OPENING DATE:** December 9, 2008

**CLOSING DATE:** December 23, 2008

**WORK HOURS:** Full-time, 40 hours/week

**SALARY:** \*Not-Ordinarily Resident: (Position Grade: FP-6 is confirmed by Washington)

\*Ordinarily Resident: GH ₵ 9, 018 p.a. (Starting Salary)  
(Position Grade: FSN-8)

**LENGTH OF HIRE:** Indefinite

**NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Accra is seeking an individual for the position of a **SECURITY INVESTIGATOR** in the Drug Enforcement Administration Office of the Embassy. The Drug Enforcement Administration (DEA) is a federal law enforcement agency that falls under the Department of Justice.

## **BASIC FUNCTION OF POSITION:**

The incumbent serves as the Senior Investigative specialist (FSN) at post and within the area of responsibility of the countries of the Drug Enforcement Administration (DEA) Pretoria Country Office. The incumbent must be a recognized expert on Ghana drug-related investigations. He/she provides expert advice and assistance to Country Attaché, Special Agents and Analyst in conducting criminal investigations related to narcotics. The incumbent is responsible for the planning, coordinating and supervision of joint investigations and projects with host country law enforcement agent. He/she serves as

Senior Investigative Specialist responsible for liaison with host country governments and law enforcement in Ghana and the West African region. He/she is responsible for assisting with the coordination of Drug Enforcement Administration training of foreign law enforcement agencies and individuals. The incumbent serves as investigator to drug-related investigations within the mandate of the Drug Enforcement Administration (DEA) focusing on the vision and mission statement of DEA.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office.

## **QUALIFICATIONS REQUIRED**

NOTE: All applicants are instructed to address each selection criterion detailed below with specific and comprehensive information supporting each criteria.

1. Diploma from a tertiary institution as minimum; preferably an undergraduate degree from a University.
2. A minimum of five years experience in police/criminal intelligence work is required or equivalent amount of time in an investigative or intelligence gathering position; work in drug law enforcement is preferred. Must have acted in a supervisory role for a minimum of one year.
3. Level Four (fluent) in written and spoken English and a local dialect as well as a working knowledge of French.
4. Knowledge of host country laws pertaining to drug law enforcement and extraditions. Knowledge of complex investigative techniques is required and a good knowledge of surrounding countries is desirable.
5. Excellent interpersonal skills and communication abilities; Computer skills (Microsoft Word, Excel and Outlook are essential.
6. Must possess a valid driver's license and passport.

## **SELECTION PROCESS**

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

## **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.

3. Currently employed US Citizen EFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.

## **TO APPLY**

Interested applicants for this position must submit the following or the application will not be considered:

1. Cover Letter, expressing interest in the position.
2. Optional Application for U.S. Federal Employment (OF-612); or a current resume or curriculum vitae that provides the same information as an OF- 612;
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.
5. A telephone number, post office box and/or e-mail address where we can contact you to schedule an interview.

## **NOTE:**

1. All applications must have the **Position Number** and **Position Title** identified.
2. All “Hard Copy”/printed applications must be submitted to the Mail Room at the Chancery. Hard Copy Applications submitted through any other office will not be accepted. You may apply on-line using the [AccraHRO@state.gov](mailto:AccraHRO@state.gov) email address. This is the preferred means of applying for a position with the American Embassy. Please go to our website for additional information, including current openings and tips on applying with the American Embassy in Accra. [http://ghana.usembassy.gov/job\\_opportunities.html](http://ghana.usembassy.gov/job_opportunities.html)
3. **ALL APPLICATIONS MUST BE FOR AN OPEN/ADVERTIZED POSITION. APPLICATIONS PREVIOUSLY CONSIDERED FOR A JOB WILL NOT BE HELD/CONSIDERED FOR FUTURE JOBS. IF YOU ARE INTERESTED, YOU MUST RE-APPLY.**

## **SUBMIT APPLICATION TO:**

Human Resources Office  
Through the Mailroom, Chancery

American Embassy, Accra  
P.O. Box G.P. 194  
Accra

## **POINT OF CONTACT:**

Telephone: 021-741000  
Fax: 021-741627  
E-mail: AccraHRO@state.gov

To get a copy of this vacancy announcement, please log on to our website at:  
[http://ghana.usembassy.gov/job\\_opportunities.html](http://ghana.usembassy.gov/job_opportunities.html)

## **DEFINITIONS**

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:
  - U.S. citizen;
  - Spouse or dependent who is at least age 18;
  - Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad with a USG agency that is under COM authority;
  - Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and
  - Does not receive a USG annuity or pension based on a career in the U.S. Civil, Foreign or uniform services.
2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a U.S. Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.
4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.
5. Not-Ordinarily Resident (NOR): Typically NORs are U.S. Citizen EFMs and EFMs of FS, GS, and uniformed service members who are eligible for employment under an American

USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

**CLOSING DATE FOR THIS POSITION: December 23, 2008**

*The U.S. Mission in Accra, Ghana, provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.*

*The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.*